

General Order

Houston Police Department



ISSUE DATE:

January 1, 1987

NO.

700-2

REFERENCE:

Supersedes all prior departmental directives on this subject

SUBJECT: RECEIVING PROPERTY

PURPOSE

The purpose of this General Order is to set the responsibilities of departmental personnel relative to receiving and sending property to and from other law enforcement agencies.

1 RESPONSIBILITIES OF PROPERTY-ROOM PERSONNEL

Property-room personnel will be responsible for packaging, shipping, receiving and sending all property the department receives from other law enforcement agencies or sends to other law enforcement agencies. Employees requesting the shipment of property shall complete the reports described herein before the shipment will be made.

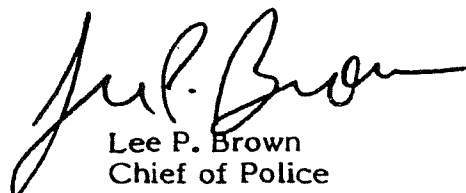
2 RESPONSIBILITIES OF EMPLOYEES HANDLING OR RECEIVING PROPERTY

Any employee initiating the shipment or receipt of property that will be used as evidence in an investigation will complete a report detailing the disposition of the property. This report shall be supplemental to the original offense report.

If a piece of property to be shipped had been tagged at the property room, a property-release report must be completed before the item may be shipped. This report shall contain the name of the receiving agency and why the property is being sent. The receipt for shipment will be signed by the employee initiating the transaction.

If property is being shipped for evidentiary examination, the initiating employee must provide the agency receiving the property with any instructions necessary to conduct the requested testing.

After an employee has been notified by property-room personnel that property addressed to him has been received, he shall reply immediately with the following information: the intended disposition of the property and when the property will be picked up.


Lee P. Brown
Chief of Police